



MEETING MINUTES

State of Louisiana ERP Project

Blueprint Workshop / Enterprise Structure (AR-000)

08/11/2008 @ 1:00 to 4:30

Location: 1-142 Montana, Claiborne

Attendees:

No.	Name	Invited?	Attended?	Comments
1.	Drew Thigpen	Y	Y	ERP Team
2.	Beverly Hodges	Y	Y	ERP Team
3.	Pam Suggs	Y	Y	ERP Team
4.	Kandy Daniel	Y	Y	ERP Team
5.	Afranie Adomako	Y	N	OSRAP
6.	Merietta Holliday	Y	Y	ERP Team
7.	Beverly Shaw	Y	N	CRT
8.	Mary Canella	Y	N	CRT
9.	Lucy Smith	Y	Y	DSS
10.	Pat Lumbard	Y	N	PSC
11.	Nelson Green	Y	Y	DOC
12.	Beth Scioneaux	Y	N	DOE
13.	Brett Hunt	Y	N	AG
14.	Bobby Span	Y	N	DHH
15.	Wayne Knight	Y	Y	DOL
16.	Tom Sands	Y	N	DEQ
17.	Judy Fletcher	Y	N	Agriculture
18.	Martina Stribling	Y	N	OYD
19.	Patti King	Y	N	DOI
20.	Monica Mealie	Y	N	DOTD
21.	Gwen Thomas	Y	N	DNR
22.	Anita Rolen	Y	Y	LED
23.	Anees Pasha	Y	Y	ERP Team
24.	Marlene Scott	Y	N	ERP Team
25.	Corlis Green	Y	Y	DNR
26.	Marreo Kimbrough	Y	Y	DNR
27.	Eileen Scherich	Y	Y	ERP Team
28.	Babette Myers	N	Y	DOE
29.	Annette Chustz	N	Y	DOE
30.	Janet Whyde	N	Y	OIS
31.	Richard Harbor	N	Y	DOTD

32.	James Harris	N	Y	ERP Team
33.	Katherine Porche	N	Y	OSRAP
34.	Sreenivasa Yerra	Y	Y	ERP Team

	<i>Agenda Item and Notes</i>	<i>Owner(s)</i>	<i>Action Items & Assignments</i>	<i>Comments / Follow-up</i>
1.	Logistics, Ground Rules, & Introduction	Pamela Suggs Kandy Daniel Mary Walker	<ul style="list-style-type: none"> None 	
2.	Project Timeline	Pamela Suggs Kandy Daniel Mary Walker	<ul style="list-style-type: none"> None 	
3.	Workshop Objectives <ul style="list-style-type: none"> Review & Discuss SAP AR functionality Identify agencies best suited for SAP AR Identify high level business requirement for each agency suited for SAP AR 	Pamela Suggs Kandy Daniel Mary Walker	<ul style="list-style-type: none"> None 	See attached Excel spreadsheet for agencies identified as best suited for SAP, agencies identified as potential candidates for SAP and those agencies not in scope for SAP AR.
4.	Business Process Review <ul style="list-style-type: none"> Definition of customer in SAP Types of customers in SAP Definition of Accounts Receivable Definition of Interagency Billing Definition of Point of Sale transactions Review of SAP AR Invoicing functionality 	Pamela Suggs Kandy Daniel Mary Walker	<ul style="list-style-type: none"> None 	See PowerPoint presentation attached for details.
5.	Action Items	Pamela Suggs Kandy Daniel Mary Walker	<ul style="list-style-type: none"> Prepare meeting minutes Send meeting minutes to attendees Attendees to confirm their agencies use of SAP AR (as defined on attached spreadsheet) Non-attendees review PowerPoint 	Subsequent meetings may be needed for those agencies not in attendance at meeting.

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- presentation
 - AR Team to follow-up with agencies that could not attend; identify which agencies are going to use SAP AR
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Discussion

Attendees:

Please review spreadsheet and confirm your agencies participation with the ERP project. Send an email to Pamela Suggs confirming the decisions made (regarding your agency) during the workshop. If there are any changes to the spreadsheet, please send via email to Pamela.

Non-attendees:

Please review presentation. If you have any question, please contact Pamela Suggs. If we (AR Team) cannot sufficiently answer your questions via phone, a follow-up meeting may be in order. After discussing your concerns with the AR team, confirm your area's use of SAP AR. We need to know if you are interested in using SAP AR and if so, which invoicing areas will you be using (Account Receivable, Interagency and or Point of Sale). An email can be sent to Pamela with your decisions.

For those agencies that agree to use SAP, you will be invited to the next set of detailed blueprint workshops. For those agencies that do not see a use for SAP AR, you will not be required to attend the next set of workshops.

Attachments



Workshop
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